

Tanunda Primary School and Disability Unit
EMERGENCY MANAGEMENT PLAN



Tanunda Primary School & Disability Unit

TOGETHER WE ACHIEVE

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EMERGENCY CONTACT NUMBERS

Emergency (Police, Fire, Ambulance)	000
Police	131 444
Local Police (as applicable)	85686620
Local Fire (as applicable)	85633588
CFS Bushfire Information Hotline	1300 362 361
DFE Parent Bushfire Information Hotline	1800 000 279
State Emergency Service (SES)	132 500
SA Power Networks	131 366
Local Hospital - Tanunda	85632398
Education Director – Kathryn Bruggemann	85220913
DFE Security, Bushfire & Emergency Team	8226 2524 8226 3714
DFE Media Unit	8226 7990
SafeWork SA	1300 365 255
Environmental Protection Authority	8204 2004
Alcohol and Drug Information Service/Needle Clean Up Hotline	1300 131 340
Poisons Information Centre	13 11 26

EMERGENCY MANAGEMENT TEAM (EMT)

Role/Position	Name	Contact Number (daytime)	Mobile Number	Contact Number (Out of Hours)
Site Leader / Principal / Director	Ken Randall	85632318	0434871577	0434871577
Deputy Principal / Deputy Site Leader	Nick Wuttke	85632318	0408840425	0408840425
Fire Warden	Nick Wuttke	85632318	0408 40425	0408 40425
WHS Representative		85632318		
Front Office SSO / ECW	Katie Taylor	85632318	0457344383	
OSHC / Vacation Care	Happy Haven-Nick	81555444	0432 886449	
Grounds Person	Warren Ihms	85632318	0434075436	
Third Party / User Groups (e.g. Basketball Club, Netball Club)	N/A	N/A	N/A	N/A



FACILITY PROFILE

Site Information

Site Name	Tanunda Primary School and Disability Unit		
Address	Research Road, Tanunda, South Australia		
Phone	0885632318		
Fax	0885632187		
Time Service Starts	08:25	Time Service Finishes	15:40

Student/Staff Information

Enrolments	399
Staff numbers	55
Proportion of staff disability/health factors (%)	0
Proportion of student disability/special education needs (%)	

Building Information

Monitored security alarm/fire system	Yes security system
Buildings NOT covered by system; SH4, SH3, SH5, SH8,	
System used for alert tone/warnings; School bell and siren system – not monitored by Police Security or MFS	
Emergency Telephone	Yes <input type="checkbox"/> No x
	Location/Type;
On-site hazards (i.e. science lab, chemical storage) SH13 – Grounds Shed, chemical / minimal fuel & gas storage	Location; SHED 13

Emergency Power System (type)

Location	N/A
Provides Power To	N/A
Shutoff Instruction	N/A

Utilities	Location of Shutoff Valve/Switch	Special Instructions
Gas (Mains/Bottled etc.)	N/A	
Water	Magnolia Road & Upper Primary Playground	Lift lid and turn off
Electricity	Main switchboard southern end of GLA 2 / BLD 4	Need Master Key
Sprinkler System (type)	Upper Primary Playground in an IP in the ground	Lift lid and turn off / on
Heating System	N/A	

RISK IDENTIFICATION

Risk/Priority	Hazards (site specific)
Extreme/Very High	
High	
Medium	Pandemic, communicable disease, Bushfire, Severe Storm, internal fire, snakes
Low	Bomb Threat, hazardous substance, Intruder, Flooding,

EMERGENCY ASSEMBLY AREAS & ALARM TONES

- **In-vacuation into closest building-** Continuous/ bell requires staff, students and visitors to stay inside or go inside and follow instructions as per emergency in-vacuation Emergency chart / instructions on the inside of classroom doors. If possible an announcement over the PA system will be provided to advise of any additional instruction.
- **Evacuation to emergency assembly point** - Continuous/ whooping siren requires staff, students and visitors to evacuate to the emergency evacuation area and follow instructions as per emergency evacuation instructions on the Emergency chart or alternative instructions given by the Principal / Deputy Principal over the PA system.

SHELTER IN PLACE (S.I.P.)

Hall, Disability Unit or Admin building

- Continuous/ bell requires staff, students and visitors to stay inside or go inside and follow instructions as per emergency in-vacuation Emergency chart / instructions on the inside of classroom doors. When the situation has been assessed a timely announcement will be made advising instruction to make their way to the hall or any other safe / preferred refuge

PRECAUTIONARY BUILDING CONFINEMENT (P.B.C) / LOCKDOWN

- **Invacuation to the closest building –**
- Continuous/ bell requires staff, students and visitors to stay inside or go inside and follow instructions as per emergency in-vacuation Emergency chart / instructions on the inside of classroom doors. If possible an announcement over the PA system will be provided to advise of any additional instruction.

EVACUATION

- Continuous/ whooping siren requires staff, students and visitors to evacuate to the emergency evacuation area by the visitor carpark and follow instructions as per emergency evacuation instructions on the Emergency chart or alternative instructions given by the Principal over the PA system or megaphone.

EMERGENCY RESPONSE

Position / Title / Name Responsible	Shelter in Place (S.I.P)	Precautionary Building Confinement (P.B.C) / Lockdown	Evacuation – On Site	Evacuation – Off Site
Ken Randall	<p>Activate appropriate alarm to notify of emergency</p> <p>Contact appropriate Emergency Services / DFE Security, Bushfire and Emergency Management Team</p>	<p>Aactivate appropriate alarm to notify of emergency</p> <p>Contact appropriate Emergency Services / DFE Security, Bushfire and Emergency Management Team</p>	<p>Activate appropriate alarm to notify of emergency</p> <p>Contact appropriate Emergency Services / DFE Security, Bushfire and Emergency Management Team</p>	<p>Activate appropriate alarm to notify of emergency</p> <p>Contact appropriate Emergency Services / DFE Security, Bushfire and Emergency Management Team</p>
Nick Wuttke	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Contact appropriate Emergency Services / DFE Security, Bushfire and Emergency Management Team</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Contact appropriate Emergency Services / DFE Security, Bushfire and Emergency Management Team</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Contact appropriate Emergency Services / DFE Security, Bushfire and Emergency Management Team</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Contact appropriate Emergency Services / DFE Security, Bushfire and Emergency Management Team</p>
Lesley Aloisi	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Monitor situation with Site Leader</p> <p>Administer First aid if required</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Monitor situation with Site Leader</p> <p>Administer First aid if required</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Monitor situation with Site Leader</p> <p>Administer First aid if required</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Monitor situation with Site Leader</p> <p>Administer First aid if required</p>
Katie Taylor	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Clear administration area of all personnel</p> <p>Collect student information lists, First aid , sign in register asbestos register</p> <p>Move to identified S.I.P. location</p> <p>Assist the Site Leader with any directions to be given</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Clear administration area of all personnel</p> <p>Collect student information lists, First aid , sign in register asbestos register</p> <p>Assist the Site Leader with any directions to be given</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Clear administration area of all personnel</p> <p>Collect student information lists, First aid , sign in register asbestos register</p> <p>Move to identified on-site evacuation location</p> <p>Assist the Site Leader with any directions to be given</p>	<p>Activate / Identify appropriate alarm to notify emergency</p> <p>Clear administration area of all personnel</p> <p>Collect student information lists, First aid , sign in register asbestos register</p> <p>Move to identified off-site location</p> <p>Assist the Site Leader with any directions to be given</p>



<p>Teachers</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the S.I.P. location</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>complete another roll call on arrival at location to ensure all is accounted for</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Lock all doors, windows, turn off lights and keep out of sight</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>Encourage all to remain calm</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the on-site evacuation location</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>Complete another roll call on arrival at location to ensure all is accounted for</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>	<p>Identify emergency from alarm tone</p> <p>Assemble students to prepare to move to the off-site evacuation location</p> <p>Complete a roll call and advise the site leader of any missing students and their whereabouts</p> <p>Advise if any additional visitors present</p> <p>Complete another roll call on arrival at location to ensure all is accounted for</p> <p>Follow instructions from site leader</p> <p>Wait for the all clear</p>
<p>Warren Ihms</p>	<p>Identify emergency from alarm tone</p> <p>Turn off mains power</p> <p>Turn on sprinklers</p>	<p>Identify emergency from alarm tone</p> <p>Direct Students to safety</p>	<p>Identify emergency from alarm tone</p> <p>Turn off mains power</p> <p>Turn on sprinklers</p>	<p>Identify emergency from alarm tone</p> <p>Turn off mains power</p> <p>Turn on sprinklers</p> <p>Check all access points are safe and accessible</p> <p>Secure doors of sheds/buildings</p>



POST EMERGENCY PROCEDURES

Incident Management and Reporting	<p>Ensure all staff and students are accounted for</p> <p>Check for and treat any injuries</p> <p>Remain at safe location until advised safe to relocate by emergency services</p> <p>Move to alternate location upon emergency services advice</p> <p>Inform and liaise with Education Director and/or DFE Security, Bushfire and Emergency Management Team</p> <p>Notify appropriate contacts (parents, caregivers etc.) of incident and action taken - Seek advice from Education Director and/or DFE Security, Bushfire and Emergency Management Team regarding content and methods</p> <p>Check with SA Police for safe routes before driving anywhere</p> <p>Maintain student collection record (when, who etc.)</p>
Post Incident and Recovery	<p>Log information in IRMS (Incident and Response Management System).</p> <p>Contact Education Director to discuss requirements for additional support including psychological first aid (counsellors, social workers etc.)</p> <p>Arrange and conduct debriefing/memorials (if necessary)</p> <p>Facility Manager/DFE corporate to arrange appropriate facility repairs</p> <p>Facility Manager/ appropriate authority to assess safety and accessibility of facility and equipment</p> <p>Restock emergency supply kits (check every 3 months regardless)</p> <p>Review hazardous materials storage; test and repair or replace equipment</p> <p>Review Emergency Management Plans, training procedures and modify where required</p> <p>Refer media enquiries to Education Director or DFE Media Unit</p> <p>Be aware and take into consideration staff personal bushfire or emergency plans</p>

SCHEDULED/COMPLETED EMERGENCY DRILLS

Detail (i.e. S.I.P drill, evacuation drill, training)	Date
Evacuation – In – Out	Term 1 - Week 10 3/4/2023
In-vacuation – Out – In	Term 2 - Week 2 - 8/5/2023
Evacuation – Out – Out	Term 2 – Week 9 - 26/6/2023
In-vacuation – In – In	Term 3 – Week 2 – 31/7/2023
Evacuation – Out – Out	Term 3 – Week 8 - 11/9/2023
Unannounced – In-vacuation	Term 4 -
Unannounced – Evacuation	Term 4 -

EMERGENCY TRAINING

Details	Date
All staff – BELS training	October 2022
All staff – WHS online training	July 2019
Fire Warden Training –	

BUSHFIRE RESPONSE PLAN

Drinking Water supply

Tanunda Primary School has a direct supply to the town mains water. Large bulk water storage containers are kept in the Hall, these will be filled as soon as we are aware that there could be an Emergency situation / situation looming.

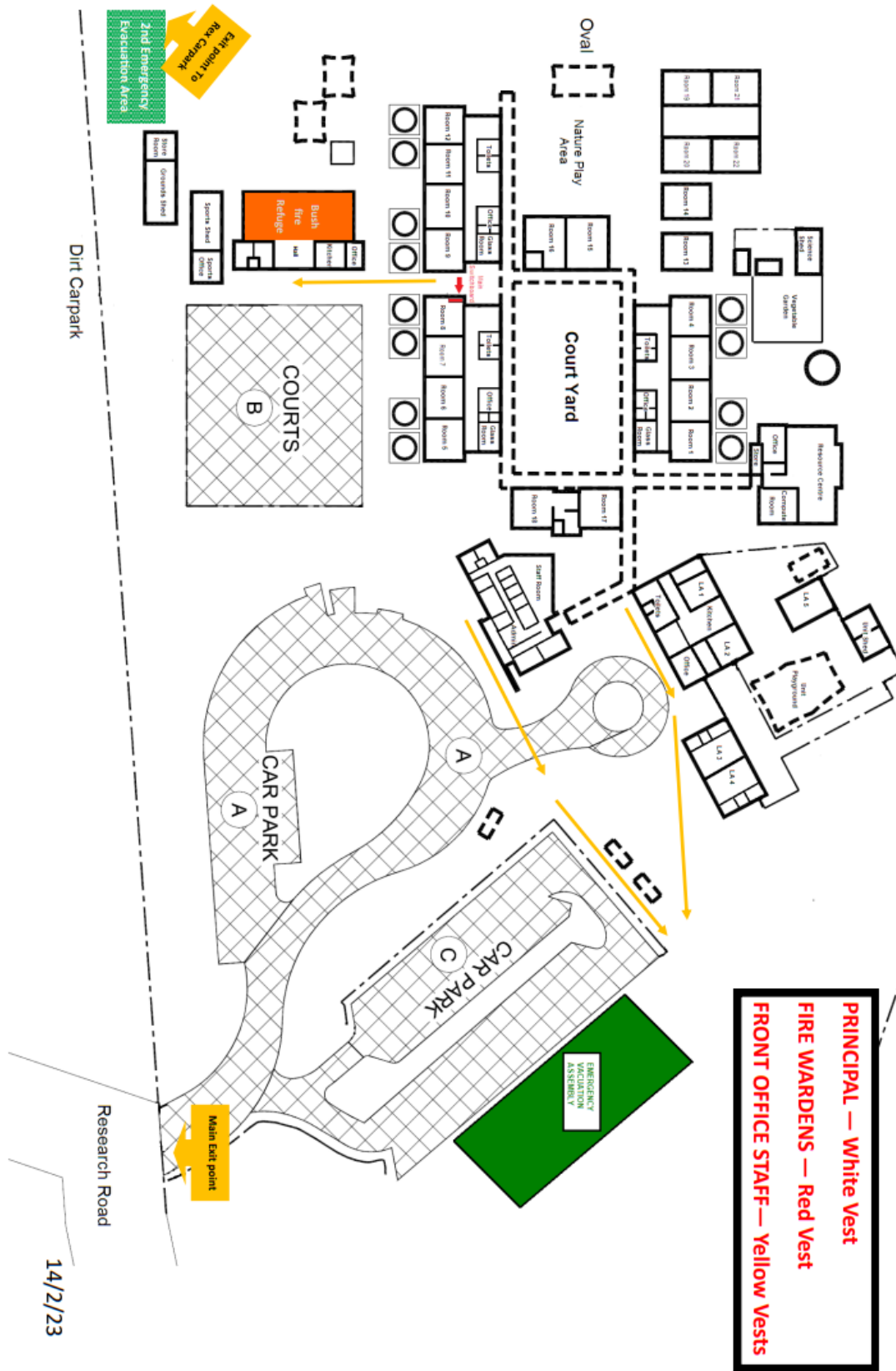
Toilet facilities

The School Hall is the designated fire refuge – it has toilet facilities in the building including disabled toilets. These toilets are connected to the town mains water system.

AREA MAPS AND SITE PLANS

AREA MAPS

TANUNDA PRIMARY SCHOOL EMERGENCY MAP



SITE PLANS

Every room In accordance with **Australian Standard 3745-201: Planning for Emergencies in Facilities**, evacuation plan has the following Evacuation diagram with the minimum requirements:

- A pictorial diagram of the floor or area (A3, at least 200mm X 150mm in size. Facilities with large floor areas should be prepared in sections so that no more than two exits are shown on each diagram)
- The title EVACUATION DIAGRAM
- The 'YOU ARE HERE' location
- The designated exits, which must be shown in green
- Communication equipment locations e.g. Warden Intercom points (WIPs) which must be shown in red and main panel/controls for warning equipment
- Hose reels, which must be shown in red
- Extinguishers, which must be shown in red
- Fire blankets, which must be shown in red
- Designated shelter-in-place location (if present)
- Date diagram was validated
- Location of assembly areas
- A legend to reflect the symbols used

Also consider including the following:

- North
- First aid stations and kits (denoted by a white cross on a green background)
- Hazardous chemical store
- Spill response kits
- Evacuation procedure
- Paths of travel, coloured green
- Hydrants, which must be shown in red